



American Postal Workers Union, AFL-CIO

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June 12, 2017

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Coordinator, Western Region

To: Lamont Brooks, Assistant Director, Clerk Division

From: Debby Szeredy, Executive Vice President 

**Subject: USPS Job Analytic Study of Several Entry Level and Clerical Positions.
(Notification No. GCCC20170228)**

Please find attached a copy of a letter dated 6/7/2017 from Alan Moore, regarding the above reference matter.

You are designated as the APWU contact person in this matter. Contact the USPS representative as soon as possible for discussion, if appropriate. Please provide notification of your review to me by 7/10/2017.

Please note: Your secretary should update the Notification Tracking Module in Step 4 CAS as necessary.

cc: Clint Burelson, Director, Clerk Division
Michael O. Foster, Director, MVS Division
Steven Raymer, Director, Maintenance Division
Vance Zimmerman, Director, Industrial Relations

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June 7, 2017

Mr. Mark Dimondstein
President
American Postal Workers Union, AFL-CIO
1300 L Street NW
Washington, DC 20005-4128

Dear Mark:

As a matter of general interest, the Postal Service intends to initiate a job analytic study of several entry level and clerical positions.

Please note that periodic job reviews help to ensure the continued relevance and alignment of selection assessment with job duties, responsibilities and requirements. The subject process will consist of conducting job observations, surveys, interviews and establishing focus groups of bargaining and non-bargaining employees.

Headquarters Human Resources staff will complete this study focusing on entry-level and clerical positions that currently require one or more of the following exams as a selection requirement:

- Exam 473 – Entry-level Battery
- Exam 710/720/725/730 – Clerical Battery
- Exam 712/713 – Typing
- Exam 714 – Data Entry
- Exam 715 – Markup Clerk

The job analysis process will be conducted at multiple facilities within each Area and is currently scheduled to begin in early to mid-June and run through the end of the 2017 calendar year.

We have enclosed a listing of clerk positions that will be reviewed.

Please contact Mera Cole at extension 4870 if you have any questions concerning this matter.

Sincerely,

Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosure

Attachment – Jobs Being Reviewed as Part of this Project

APWU:

Job Title	Occ Code
AIR RECORDS PROCESSOR	233046XX
ASSIGNMENT CLK	021205XX
BULK MAIL CLERK	232015XX
BULK MAIL DOCK CLK	231599XX
BULK MAIL TECH	232028XX
CLAIMS & INQUIRY CLK	234515XX
CLERK MAIL RECOVERY CENTER	23450054
CLERK STENOGRAPHER	031201XX
CLERK TYPIST	032202XX
CLERK/SPECIAL DELIVERY MESSENGER	23100012
COMPLAINTS & INQUIRY CLK	234523XX
CONTRACT TECHNICIAN	110201XX
CUSTOMER SERVICE CLERK	20300002
CUSTOMER SERVICES CLERK (SFS)	05300006
DATA CONVERSION OPERATOR	035609XX
DELIVERY/SALES SERVICES & DISTR AS	23200007
DISTRIBUTION CLERK	23150052
DISTRIBUTION CLERK	231504XX
FLAT SORTING MACHINE OPERATOR	231520XX
FLAT SORTING MACHINE OPERATOR	231521XX
GENERAL CLERK	23400023
GENERAL CLERK	234001XX
GENERAL CLERK VMF	030148XX
GRP LDR DATA CONVERSION OPERATOR	035610XX
HIGHWAY TRANSPORTATION CLK	233013XX
LABEL PRINTING TECH	44011013
LEAD CUSTOMER SERVICE CLERK	23200008
LEAD MAIL PROCESSING CLERK	23157153
LEAD SALES & SERVICES ASSOCIATE	23200004
LEAD SALES & SERVICES ASSOCIATE	23200009
MAIL FLOW CONTROLLER	23150086
MAIL PROCESSING CLERK	23150063
MAIL PROCESSOR	23150064
MAILING REQUIREMENTS CLK	234532XX
MAINTENANCE SUPPORT CLERK	030302XX
MARKUP CLERK - AUTOMATED	23400033
PARCEL POST DIST-MACHINE	23150036
PARCEL POST DIST-MACHINE	231506XX
POSTAGE DUE CLK	234006XX

POSTAGE DUE TECHN	234024XX
PSE DATA CONVERSION OPERATOR	23950013
PSE MAIL PROCESSING CLERK	23950018
PSE MARK UP CLERK- AUTOMATED	23950014
PSE SALES & SVCS/DISTRIBUTION ASSO	23950017
RAMP CLK AMF	233042XX
SALES AND SERVICES ASSOCIATE	23200001
SALES,SVCS/DISTRIBUTION ASSOC	23200003
SECRETARY	03180004
STAMP FULFILLMENT SERVICES CLERK	23750014
STOREKEEPER AUTO PARTS	20050007
STOREKPR AUTO PARTS	204011XX
SUPPLY CENTER CLERK	20050006
TACS SUPPORT SPECIALIST	05900011
TOOL & PARTS CLK	690401XX